

**ADMINISTRATIVE REGULATION  
703 KAR 5:010**

---

Legislative measures enacted during the 1998-99 school year required the State Board of Education to help teachers reduce the amount of time spent on writing portfolios. Through board action, the Kentucky Writing Program produced the “Administrative Regulation to Reduce Time Spent on Portfolios,” which provides guidance for educators in managing the amount of time spent on portfolios. This regulation highlights areas of importance in developing **a school-wide writing program**.

In examining the “**Administrative Regulation to Reduce Time Spent on Portfolios**,” 703 KAR 5:010, schools should note the following:

- \* Schools and districts shall develop a procedure to collect writing pieces at **non-accountability levels** that are appropriate types of writing for the portfolio.
- \* Each school and district shall provide support for teachers **across the curriculum and across grade levels** to attend professional development focused on the types of writing assessed in the portfolio.
- \* Teacher-assigned writing tasks shall relate to **the content being studied** in the class.
- \* Teachers shall choose **content-area readings** that represent the kind of writing the students are asked to include in the portfolio, allowing the covering of content and the discussion of writing form to occur at the same time.

Members of the Writing Advisory Committee have identified three ways to insure that writing portfolios are an integral part of the school’s writing program: integrating writing tasks into regular instruction, using technology more efficiently, and supporting the classroom teacher through a school and district effort. These recommendations are covered in the booklet, “**Saving Time with Writing Portfolios**,” which can be found in **Appendix C**.

# ADMINISTRATIVE REGULATION TO REDUCE TIME SPENT ON PORTFOLIOS

Education, Arts, and Humanities Cabinet

Kentucky Board of Education

Department of Education

Office of Learning Results Services

(New Administrative Regulation)

703 KAR 5:010. Strategies for reducing time required for writing portfolio preparation.

RELATES TO: 1998 Ky. Acts, ch. 598

STATUTORY AUTHORITY: KRS 156.070, 1998 Ky. Acts, ch. 598

NECESSITY, FUNCTION, AND CONFORMITY: 1998 Ky. Acts, ch. 598 requires the Kentucky Board of Education to promulgate an administrative regulation which reduces the teacher and student time involved in preparing a writing portfolio. This administrative regulation establishes procedures to accomplish that goal.

Section 1. (1) To ensure that a reasonable amount of time is devoted to writing portfolios, a five (5) piece portfolio shall be produced in 12<sup>th</sup> grade, a five (5) piece portfolio shall be produced in 7<sup>th</sup> grade, and a four (4) piece portfolio shall be produced in 4<sup>th</sup> grade.

(2) To ensure that a reasonable amount of time is devoted to the production of writing portfolio pieces, schools and districts shall develop a procedure to collect writing pieces at non-accountability levels that are appropriate types of writing for portfolio categories. These pieces may serve as rough drafts that can be revised and edited for inclusion in the accountability portfolio or they may be used as finished products and included in the accountability portfolio.

1 (3) To ensure that the teacher and student time spent on generating pieces for the writing  
2 portfolio is productive, each public school and district shall provide support for teachers across  
3 the curriculum and across grade levels to attend professional development focused on the types  
4 of writing assessed in the portfolio.

5 (4) To ensure that a reasonable amount of individual teacher time is spent on scoring  
6 writing portfolios, each public school and district shall develop procedures for scoring of student  
7 portfolios that include an adequate number of teacher scorers on the school scoring team to limit  
8 the number of portfolios scored by any one teacher to thirty (30), unless teachers agree to score a  
9 larger number of portfolios.

10 (5) To ensure that a reasonable amount of time is used in conferencing on writing  
11 portfolio pieces, teachers and other responders shall limit a conference's focus to one or two  
12 areas of need, addressing patterns of errors or problems that occur frequently.

13 (6) To ensure that a reasonable amount of time is used in word processing final pieces,  
14 teachers shall allow students to use word processing during the development of writing pieces  
15 (for example, during revision or editing) or allow students to submit pieces in their own  
16 handwriting.

17 (7) To ensure that a reasonable amount of time is used in the generation of student  
18 writing for the writing portfolio, teacher-assigned writing tasks shall relate to the content being  
19 studied in the class.

20 (8) To ensure that a reasonable amount of time is used in the generation of student  
21 writing for the writing portfolio, teachers shall choose content-area readings that represent the  
22 kind of writings the students are asked to include in the portfolio, allowing the covering of  
23 content and the discussion of writing form to occur at the same time.